

Enterprise Human Resources and Payroll

#17 - REPORTS TO DATA MAINTENANCE



What should an Agency do when “Reports To” data is changing?

- Locate the position number affected.
- Modify the Reports To Position data, by inserting a row, entering the effective date and the new Reports To Position number.
- Access the employees record using “Correct History.”
- Go to the Job page.
- Click the Position Override checkbox.
- Go the Employment 2 page and modify the Reports To Position.
- Return to the Job page.
- Click the Position Override checkbox again to turn it off.
- Click Save.